

# Memo

To: Burlingame City Council  
From: Kurt Hassler, City Administrator  
Date: April 6, 2006  
Re: 2006 Priorities

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The following list is the priorities set by the City Council for 2006. This list was set by the Council at the April 3, 2006 meeting. Staff has put together the following plans to address each of the priorities set by the Council over the next year.

1. Grocery Store.

Staff will continue to try and find a developer that is interested in opening a grocery store in Burlingame. Staff will also be meeting in the near future with the new economic development director to explore other option available to the City if a developer cannot be found.

2. Promote commercial growth.

City staff will continue working with the Economic Development Committee and the new economic development director to find ways to promote commercial growth. Possible incentive plans will be brought to the City Council for consideration by September, 2006 for possible consideration.

3. Promote residential growth.

City staff will continue working with the Economic Development Committee and the new economic development director to find ways to promote residential growth. Possible incentive plans will be brought to the City Council for consideration by September, 2006 for possible consideration.

4. Rehabilitate or rebuild buildings in the downtown area.

Staff will be working on plans for a 1 cent sales tax that could be used to help fund activities in the downtown area. Staff will also work with the Beautification Committee, Economic Development Committee, and the county economic development director to develop and enact a plan.

5. Create 5 year plans for each department.

The Police Department has nearly finished a 5 year plan. This plan will then be used as a model for all other departments. All plans will be submitted to the council at the same time for review and possible approval. Currently we will be aiming for a presentation to the council in December, 2006.

6. Plan for sidewalk repairs and expansion.

Staff has received some input from the Council and a formal plan with objectives will be developed and presented to the Council. Funding will remain the largest issue with accomplishing this goal.

7. Clean-up properties around town.

Staff will work with the Beautification Committee to continue working on cleaning up the community. District 1 will be reviewed on April 10<sup>th</sup> and additional districts beginning in June. The complete rotation will not be done until February, 2007.

8. Do a better job of marketing community college.

Staff will set up several meetings with the community college and local school district officials to discuss possible expansions and additional marketing of the college. Any recommendation requiring fiscal resources of the city will be brought to the council for consideration if required.

9. Update zoning code to include subdivision regulations.

Staff will begin putting together a draft of a set of subdivision regulations for consideration by the Planning Commission. The draft should be presented for consideration to the Planning Commission by September, 2006.

10. Create capital improvement program (CIP).

Staff will begin working on a CIP after completion of the 2007 budget. The initial plan will cover 10 years. A draft of the plan should be ready for presentation to the council by December, 2006.

11. Develop better plan for investing idle funds.

After the 2007 budget has been approved by the City Council staff will meet with the local bank to discuss options that are available to get a better return on the City's idle funds. Once the budget has been completed the financial picture for the City will be much clearer.

12. Acquire land for development.

Staff will meet with the Economic Development Committee and the county economic development director to identify land that should be considered for commercial and/or residential development. Staff will then speak with the property owners about possible purchases. Proposals will then be presented to the Council for consideration. An estimated timeline would be October, 2006 for presentation to the Council.

13. Development of railroad property.

Staff will begin exploring options to clear and level the site for future development. Staff will also begin preparing paperwork for a KAN-STEP grant in January, 2008. Other options for developing the site before January, 2008 will be explored by the staff.

14. Improve existing roads.

A 10 year plan for improving the existing road system will be included with the CIP. Staff will be working on improving the drainage and driving surface of several roads in the city along with a chip seal project scheduled for July, 2006.

15. Create vehicle replacement schedule.

Staff will create a vehicle inventory and develop a replacement schedule from that list. The schedule should be complete by July.

16. Develop better cooperation with school.

Staff will attempt to set up quarterly meetings with school administration to discuss issues such as safety, capital improvements, and traffic. The City will be represented by the City Administrator, the Chief of Police, and at least one Public Works Foreman.

Staff will also explore the option of setting up an annual meeting between the School Board and the City Council to discuss issues of common interest.

17. Master plan for Jones Park/Swimming Pool.

Staff will wait to hear on the grant application to the Jones Foundation for the pool and then develop a plan on how to proceed with this item.

18. Pursue KDOT grant for highway project.

Staff will be talking to several consulting firms in the Topeka area about putting together a grant proposal to KDOT to seek a grant for making upgrade to Santa Fe Avenue from Dacotah Street to Fast Drive. A proposal should be ready for consideration by the Council by November, 2006.

19. Recycling program.

Staff will be researching programs implemented by other City's and private companies. No timeline has been established at this time.

20. Composting program.

Staff will be researching programs implemented by other City's and private companies. No timeline has been established at this time.

21. Review and codify city code.

Staff will begin working on a new code book and present it to the Council when the entire book as been completed. No timeline has been established at this time.

22. Update comprehensive plan.

Staff will begin working on developing updates to the comprehensive plan to be considered by the Planning Commission and then it will be passed on to the City Council for consideration. No timeline has been established at this time.

23. Noise ordinance.

Staff will begin researching the existing ordinances in force in the City and research what other cities have in place. No timeline has been established at this time.